Tax Consultation Service



Needhelp with your State Taxes





What is a tax consultation?

Upon request, a representative from the Department of Revenue will visit your office and explain how state taxes apply to your specific business activities.

How does it work?

The representative will:

- Spend a couple of hours reviewing your type of business and its operations.
- Explain how to properly report your taxes and answer any questions you may have.
- Give you advice setting up your records and show you how to calculate your taxes. You will not be audited or penalized if errors are found.
- Give you a written summary of the topics discussed. You may also request written instructions to help you fill out future tax returns.

Who can benefit from a consultation visit?

Small business owners struggling to understand how to report their taxes properly will benefit from a short consultation visit. Large businesses with difficult issues can request advice by calling their local Department of Revenue office.

How do I sign up?

- I Get a Pre-consultation Visit Questionnaire by visiting http://dor.wa.gov and clicking on "Forms," or by calling 1-800-647-7706.
- 2 Complete and return the questionnaire.
- **3** A representative will contact you to schedule your consultation visit.

Comments about the service

"This outstanding and innovative service both informs and educates small business owners on their tax responsibilities without them facing tax assessments, past due interest and penalties. It clearly provides a valuable model for other state agencies in how to assist small business owners."

Gary Smith, Executive Director Independent Business Association Bellevue, Washington

"As the state's largest small-business organization, we frequently hear from members who are having trouble understanding their tax obligations. DOR's tax consultation service is an excellent and successful way for these small business owners to find out whether they are doing the right thing without fear of penalty."

Carolyn Logue, Washington State Director National Federation of Independent Business Olympia, Washington

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Teletype (TTY) users please call 1-800-451-7985.